



## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection & Permanency	Effective Date: 10-1-2018
Volume:	IV	Out of Home Placement	
Chapter:	B	Resource Care	Renewal Date:
Subchapter:	5	Resource Home Inspection and Reevaluation	
Issuance:	200	<b>Office of Licensing Initial, Annual, and Renewal Inspections of Resource Family Homes</b>	

### Purpose:

This issuance establishes policy and procedures for the initial, annual, and renewal inspection of resource family homes conducted by the Office of Licensing.

### Authority:

- N.J.A.C. § 3A:51, Manual of Requirements for Resource Family Parents

### Policy:

#### A) Resource Family Home Inspection Process

The State of New Jersey's Department of Children and Families, Office of Licensing is responsible for conducting the initial, annual, and renewal inspections of resource family homes, and kinship homes

The Office of Licensing (OOL) shall adhere to all mandates under N.J.A.C. § 3A:51, Manual of Requirements for Resource Family Parents.

When feasible, the OOL Inspector and the Resource Family Worker (RFW) work in partnership to ensure a professional and timely inspection/evaluation/reevaluation process of a resource family home.

#### B) The Initial Inspection

In accordance with N.J.A.C. § 3A:51, Manual of Requirements for Resource Family Parents, the initial inspection of a resource family home shall be conducted by an OOL Inspector upon receipt and assignment of an approved

application and a completed Resource Family Parent Home Study. Upon request, OOL may conduct a full inspection for technical assistance.

The initial inspection of an applicant's home is used to assess and evaluate the interior and exterior of the home and any structures attached to the home or the property (e.g., above or in-ground pool, deck, garage, etc.) The initial inspection includes interviews with the resource family parent, child(ren) in placement, and other applicable household members.

OOL shall issue an initial license to a resource family parent who is in full compliance with all Level I requirements. See, N.J.A.C. § 3A:51-2.4(b), Manual of Requirements for Resource Family Parents. Provide the Resource Family Worker and resource family parent with a copy of the Resource Family Home Inspection/Violation Report.

### **C) The Annual Inspection of a Resource Family Home**

An annual inspection of the resource family home is conducted to ensure compliance with the standards as set forth by N.J.A.C. § 3A:51-2.3 to 2.4(c)4 and address concerns that may hinder the reissue of the resource family license at the three-year renewal

Note all changes to the home since the initial inspection on an Inspection Violation Report, which is issued to the resource family parent at the conclusion of the physical home inspection. Any changes to the home's composition or to the ages of the household members are noted and updated in accordance with Manual of Requirements.

### **D) The Renewal Inspection**

All licensed resource family homes require a full inspection every three year. This inspection is part of the license renewal process and requires a life/safety inspection. In conjunction with the Resource Family Unit supervising the resource family home, the inspection process necessitates the following:

- Completion of renewal verification form;
- Full record review of the resource family home;
- Physical examinations with a corresponding collateral for each household member in the past 12 months;
- Updated financials on the resource family parents;
- Current Child Abuse Record Information (CARI) check for each household member 18 years of age or over;
- Training transcript with completed required training hours, and;
- Full physical inspection of the home.

### **E) Non-Compliance/Problems in Meeting Licensing Standards**

Suspension, revocation, or refusal to renew a resource family license shall be addressed through a series of actions including, but not limited to:

- A written notice to the resource family parent or applicant regarding OOL's position (the notice can be sent via US Mail, with return receipt requested, or hand delivered), and;
- Affording the resource family parent or applicant the opportunity to request a hearing to contest the actions, pursuant to the Administrative Procedures Act. See, N.J.S.A. § 52:14B-1 et seq., and the Uniform Administrative Procedure Rules. See, N.J.A.C. § 1.1.

#### **F) Denial, Suspension, or Revocation of a Resource Family License**

OOL is authorized to deny an application or suspend, revoke, or refuse to renew a license, for good cause, including, but not limited to the following:

- "A conviction by the applicant, resource family parent, or a household member at least 18 years of age, for a crime or offense;
- A determination by the Department that a report of child abuse or neglect by the applicant, resource family parent, or a household member had been substantiated..." See, N.J.A.C. § 3A:51-2.5(b)6 and 7;
- Failure to comply with the provision of N.J.A.C. § 3A:51-2.5(b) and 3; or
- Fraud or misrepresentation in obtaining a license.

#### **G) Closing of a Resource Family Home License**

OOL is responsible for closing a resource family home license. Licensing closure is based on: resource family parent's request; failure to meet licensing standards, or violation of standards which caused harm or risk of harm to a child in care. Closing exceptions include, but are not limited to, a restriction of the license, and the family's relocation out of state.

#### **H) Documentation of Inspection Findings**

The OOL Inspector documents all findings from the inspection of a resource family home and shares the findings with the Resource Family Unit supervising the family home. A copy of the Inspection Violation Report is provided to the resource parent and the Resource Family Unit.

#### **Procedures:**

##### **1) Initial Resource Family Home Inspections**

**The OOL Inspector is to:**

- Contact the resource family parent applicant to schedule the inspection of the resource family home;
- Conduct the inspection in compliance with the N.J.A.C. § 3A:51, using the Resource Family Home Inspection/Violation Report, and refer to the form instructions for general use;
- Discuss with the applicant/resource family parent any concerns that may impede the issuing, renewal, denial, or revocation of a license;
- Interview and observe all household members and children in placements;
- Interview all household members at the initial inspection; and
- Consult with his or her OOL Supervisor, document outcomes in OOL file and forward findings to the RFW.

**2) The Annual Resource Family Home Inspection**

The OOL Inspector is responsible for the following tasks during the annual inspection of a resource family home:

- Interviewing all household members
- Reviewing the resource family home record
- Touring the resource family home, and
- Visually inspecting the resource family parent's vehicles used to transport children in placement.

**3) The Renewal Inspection of a Resource Family Home**

**The OOL Inspector is to:**

- Contact the resource family parent to schedule the renewal inspection of the resource family home.
- Invite the RFW to the inspection.
- Use the Resource Family Home Inspection/Violation Report and Form instructions to guide the renewal and life/safety inspections, and check for the compliance of:
  - Required resource training hours (21 hours over a three-year period for the primary resource family parent, and 15 hours for the secondary resource family parent);

- Physical examinations with a corresponding collateral for each household member in the past 12 months;
- Current Child Abuse Record Information (CARI) check for each household member 18 years of age or over, and;
- The stability of the resource family home, through interviews with the resource family parent(s), each child in placement, and all other household members.

### **Key Terms (Definitions):**

- **OOL Inspector-** is a Department of Children and Family's Office of Licensing employee trained to conduct inspections of resource family homes.
- **Inspection Violation Report-** is a carbonated document completed by the Inspector at the time of the inspection with copies given to the resource family parent and the RFW.
- **Resource Family Licensing Renewal Verification Form-** is a form completed by the sponsoring office verifying all household members (excluding the child in placement) and that all updated background checks (finger prints/CARI/CHRI) have been completed on all adults in the home, in addition to the required medical references.

### **Forms and Attachments:**

- Resource Family Home Inspection/Violation Report
- Inspection/Violation Report Form Instructions
- Resource Family Licensing Renewal Verification Form